

1965

# Faculty Handbook, Lake Forest College

Lake Forest College

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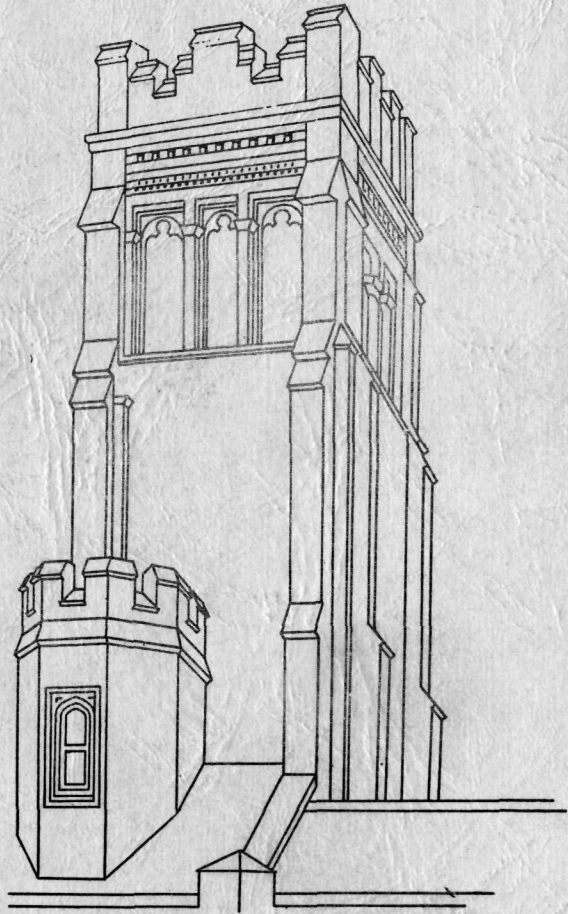
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65/66

LAKE FOREST COLLEGE

FACULTY  
HANDBOOK



LAKE FOREST COLLEGE

**FACULTY  
HANDBOOK**

1965-1966

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## MEMBERSHIP OF THE FACULTY

### Definition of Faculty

According to the bylaws of Lake Forest College adopted by the Board of Trustees on September 11, 1965, the faculty is defined as follows:

The faculty shall consist of the President of the College, the Deans, the Professors, the Associate Professors, the Assistant Professors, the Instructors, the Lecturers, the Registrar, the Librarians, the Director of Admissions, the Associate and Assistant Directors of Admissions, the Director of Athletics and the other coaches.

There are four official ranks for full-time teaching members of the faculty. These are: professor, associate professor, assistant professor, and instructor. Temporary appointments, either full or part time, may be made to any rank and also to the classification of lecturer. Although there is no official distribution of members of the faculty within the ranks that must be followed, the distribution of the faculty for the 1965-66 college year is as follows: Twenty-two professors, eleven associate professors, twenty-three assistant professors, twenty-seven instructors, and two visiting lecturers. In addition there are twelve part-time lecturers and seven part-time instructors. These numbers include only the members of the faculty who teach a full load or who have other duties which with their teaching give them a full teaching load.

### Appointment to the Faculty

Faculty appointments are made by the Board of Trustees upon joint recommendation by the Department Chairman and the Provost and Dean of the Faculty to the President of the College, who in turn makes the recommendation to the Committee on Academic Affairs of the Board of Trustees. This committee reports to the Board for final approval. Criteria used are: adequate training for the particular position to be filled by the appointment, successful teaching experience, integrity of character, and scholarly interests. In the case of persons who have not taught before, evidence of probable teaching success based upon recommendations by persons in a position to make sound judgment is accepted.

### Promotion Within the Faculty

During the 1948-49 college year the General Policies Committee of the faculty recommended to the administration of the College that each candidate for academic promotion be reviewed according to the following standards: (The statement has been modified in keeping with the present organization of the administration.)

#### A. Training and experience:

- (1) What degrees are held and the institution from which these degrees were obtained. (Ordinarily the candidate should hold the Ph.D. degree to be qualified for advancement to the rank of assistant professor or above.)

- (2) The length of teaching experience as well as such general experiences as travel and fellowships for study.
- B. Quality of teaching and scholarship:
- (1) The opinion of the Provost and Dean of the Faculty, the Chairman of the Department, members of the Department, and other colleagues as to the effectiveness of his teaching and his interest in students.
  - (2) Publications and memberships in professional societies, service on faculty committees, and participation in other college and community activities.
- C. Character and personality:
- (1) Emotional stability and maturity.
  - (2) High ideals and integrity.
  - (3) Friendly and tolerant understanding of colleagues and students and democratic relationships with them.

Faculty members are recommended for promotion by the Department Chairman or the Dean of the Faculty and not upon application by the faculty member.

#### Academic Tenure

The following statement on academic tenure at Lake Forest College is taken from the minutes of the Board of Trustees for May 8, 1965:

1. Faculty members in the rank of instructor are appointed on an annual basis. No member of the faculty will be retained at this rank for more than five years unless he is filling a current need and is willing to continue in his present position without promise of promotion and without obligation on the part of the College to retain him.
2. A faculty member initially appointed to the rank of instructor or assistant professor shall upon reappointment and promotion to the rank of associate professor have permanent tenure, provided that he has had four full years of service at the College. Faculty members in the rank of assistant professor shall receive tenure at the end of seven years of full-time service to the College, but not prior to this time.
3. Faculty members originally appointed in the rank of associate professor or professor who have had four years of full-time service to the College shall upon reappointment be given tenure.
4. Permanent tenure shall be interpreted to mean that the faculty member on tenure will, unless he resigns, be retained until he reaches retirement age or is dismissed for cause—cause to be interpreted as: financial exigencies of the College, professional incompetence, or moral delinquency. Before a faculty member can be dismissed for cause, his case must be considered by a committee of the faculty consisting of the two members of the General Policies Committee of the Faculty who have had the longest period of service at the College and the member of the Committee on Appointments, Promotions and Tenure who has had the longest con-

tinuous service on that committee. If any faculty member on this committee is himself the accused or is to be a witness, his place shall be taken by the next ranking member of the regular faculty committee which he represents. The committee shall meet with the President of the College, the Dean of the Faculty, and the Chairman of the Committee on Academic Affairs of the Board of Trustees (or his representative) to hear and discuss all the evidence in the case, the defendant and counsel, if any, permitted to be present and to speak. A verbatim record of the hearing shall be kept. Following the hearing, the faculty committee shall make a recommendation to the President and shall inform the faculty of its recommendation if this seems desirable to either the committee or the defendant.

5. The above provisions shall apply only to full-time members of the faculty.

#### Academic Freedom

On May 8, 1965, the Board of Trustees adopted the following resolution on academic freedom:

1. Lake Forest College subscribes completely to the principles of academic freedom as set forth in the Statement of 1940 adopted by the Association of American Colleges, the American Association of University Professors, and other organizations.
2. If a member of the faculty believes that his academic freedom has been infringed by an action of the College, he may appeal through the President of the College or the Chairman of the General Policies Committee of the Faculty to the committee named in Section 4 of the resolution on academic tenure.
3. If an issue of academic freedom cannot be resolved satisfactorily locally and a member of the faculty should request the American Association of University Professors to make an inquiry into his case, the College will offer full cooperation in the investigation.

At the same time the Board of Trustees also approved as College policy the following statement printed in the June, 1963, issue of the Bulletin of the American Association of University Professors:

- (a) The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.
- (b) The teacher is entitled to freedom in the classroom in discussing his subject, but he should be careful not to introduce into his teaching controversial matter which has no relation to his subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.
- (c) The college or university teacher is a citizen, a member of a



learned profession, and an officer of an educational institution. When he speaks or writes as a citizen, he should be free from institutional censorship or discipline, but his special position in the community imposes special obligations. As a man of learning and an educational officer, he should remember that the public may judge his profession and his institution by his utterances. Hence he should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he is not an institutional spokesman.

#### Salaries of the Faculty

Following the March meeting of the Board of Trustees, at which time the budget for the following year is approved, it is customary to send written notice of their appointment to those members of the faculty not on tenure and to those members on tenure of their salaries for the coming year.

The College fiscal year extends from July 1st to the following June 30th, but teaching responsibilities, in general, extend only from September through June. Salaries of full-time members of the faculty are paid in twelve equal monthly installments. The payment is made the last business day of each month, beginning with July, except in December and June, when the date is the last day of the term.

#### Termination of Services

If a faculty member is considering an offer from another institution, the College expects him to abide by the standards recommended by the Association of American Colleges and the American Association of University Professors. These standards are printed in the March, 1961, issue of Liberal Education and are as follows:

- "1) Negotiations looking to the possible appointment for the following fall of persons who are already faculty members of other institutions, in active service or on leave-of-absence and not on terminal appointment, should be begun and completed as early as possible in the academic year. It is desirable that, when feasible, the faculty member who has been approached with regard to another position inform the appropriate officers of his institution when such negotiations are in progress. The conclusion of a binding agreement for the faculty member to accept an appointment elsewhere should always be followed by prompt notice to his institution.
- "2) A faculty member should not resign, in order to accept other employment as of the end of the academic year, later than May 15. . . . It is . . . recognized that emergencies will occur. In such an emergency the faculty member may ask the appropriate officials of his institution to waive this requirement; but he should conform to their decision.
- "3) To permit a faculty member to give due consideration and

timely notice to his institution in the circumstances defined in paragraph 1 of these standards, an offer of appointment for the following fall at another institution should not be made after May 1. . . .

- "5) Except by agreement with his institution, a faculty member should not leave or be solicited to leave his position during an academic year for which he holds an appointment."

The College assumes that the above conditions also apply to members of the faculty who do not teach, such as librarians and members of the admissions staff.

When the College no longer needs the services of a member of the faculty, he is customarily notified in December. Except for faculty members on an appointment intended initially to last for only one year, this notice allows a year and a half before the severance of his relation with the College; that is, he is free in the academic year immediately succeeding the notice to seek other employment if he wishes, or to remain and teach.

## THE MEMBERS OF THE FACULTY AS TEACHERS

### Teaching Duties

The Bylaws of Lake Forest College contain the following statement of faculty responsibility:

It shall be the responsibility of each member of the faculty to teach those courses assigned to him as effectively as he can, giving his imagination wide range in order to find the techniques of instruction best suited to the particular course and engaging in reading and study designed to improve the quality of his teaching and to increase his knowledge. A member of the faculty shall not appoint anyone to perform his duties in the classroom without the approval, in each case, of the President or the Dean of the Faculty.

### Objectives

It is assumed that each teacher will work out carefully and later give to the students very early in the term the objectives which he envisions for the course and that in the light of these objectives he will clearly outline the scope of the course and attempt to make each lecture, discussion, or other experience connected with the class contribute to the attainment of these objectives. This means determining the best technique or group of techniques of instruction suited to the particular course, including adequate testing. A faculty member can take advantage of the relatively small size of the faculty to discuss matters of intellectual interest with other members of the faculty not only in closely allied fields but in other academic areas far removed from his own field of specialization.

The interest which each faculty member has in the students in his class will be shown by his reasonable availability to them without letting them take advantage of him. Each faculty member is asked to set up and keep faithfully regular daily office hours, which should be posted just outside the office door. These are kept on file in the office of the Provost and Dean of the Faculty. Arrangements to see students by special appointment, when this is called for, should also be made.

### Departmental Organization

The curriculum of the College is classified by departments and the members of the faculty who teach the courses offered in that department constitute the departmental faculty. The President of the College appoints a chairman of each department who is responsible for overseeing the academic activities of the faculty of the department. Department Chairmen do not serve in this capacity after the College year during which they reach the age of sixty years.

The chairman of a department is asked to:

1. Preside at meetings of the faculty of the department which he calls to discuss matters of departmental concern.
2. Evaluate the services of the faculty of the department and report

his evaluations at least annually upon request to the Provost and Dean of the Faculty.

3. Assume primary responsibility for collecting information about candidates for openings in the departmental faculty.
4. Assume responsibility for advising new members of the faculty in his department on problems of instruction and student relationships, where these are needed, and for introducing them to the College community.
5. Serve as adviser to students majoring in the department. (He may ask individual major students to consult with other members of the faculty of the department, but he has final responsibility for direction of the student's total academic program, including general and major required courses.)
6. Inform major students of the departmental expectations on the major examination by the end of their junior year through meetings and outlines or syllabi.
7. Act on the requests of individual students for admission to courses for which they do not have the class standing normally required.
8. Prepare an annual statement of needs for equipment, space, and student assistance for submission to the Provost and Dean of the Faculty. (These are requested in late November or early December for the fiscal year beginning July 1st of the following calendar year.)
9. Approve expenditures from the departmental budget for student assistance and equipment or from the general instructional supplies budget, if there is not a separate departmental budget. (Items bought from the general budget must ordinarily be requested at the time the budget is prepared.)
10. Check the monthly budget reports to see that they are correct and that expenditures are kept within the approved budget.
11. Order from the Printing Department the departmental stationery and any other printed supplies needed. (The stationery is printed in standard form and carries the name of the department but not the names of individual faculty members.)
12. Prepare the proposed annual schedule of classes for the department upon request from the Provost and Dean of the Faculty.
13. Attend and participate in the meetings of all Department Chairmen with the Provost and Dean of the Faculty, called at least once per term.
14. Act on requests for the purchase of library books submitted by the departmental faculty and transmit approved requests to the Librarian. (He should be thoroughly familiar with those books



in the library collection which pertain to the work of his department and be aware of new publications the acquisition of which would strengthen the collection.)

#### Teaching Loads

The present normal teaching load is seven term courses per year, but the administration is committed to a goal of two regular classes per term. The following guide rules will help in making an equitable distribution of the teaching load in a given department:

1. Each faculty member who teaches full time will be assigned two regular classes per term or the equivalent in laboratory or studio work.
2. In addition, up to one student in independent study per term on the average may be expected.
3. In accordance with faculty action on March 15, 1960, laboratory teaching carries two-thirds credit, and studio art, physical education activity, and private music lessons one-half credit, toward teaching loads. Thus, three hours of laboratory are equivalent to four-tenths of a course. Studio hours are figured at one-half of a class hour.
4. In order to be included in the count of two "regular" classes per term, a class or seminar must be expected to have an enrollment of at least ten.
5. In Western Civilization, two sections will count as one and one-half classes. In general, a faculty member will not be given only one discussion section in a given term unless he is also giving a substantial number of lectures in that term, in which case the discussion section and the lectures may be counted as one course.
6. With the present number of requests for independent study, no faculty member should find it necessary to accept more than an average of one student per term in independent study, even though it is true that an even distribution will not always be possible. The Department Chairman will be responsible for distributing the load of these assignments. Additional students in independent study may not be substituted for a regular class.
7. In some cases it will still be necessary, when a faculty member has no students in independent study, to assign a seventh section. This will probably be true in the elementary and intermediate courses in foreign languages and mathematics, and possibly in some other departments.

While this should be construed only as a rule of thumb, a quick calculation based on a student-faculty ratio of sixteen and two-thirds to one and a teaching load of two courses per term will give each faculty member fifty students per term. Since the ratio is about fourteen to one and independent study is in addition to two courses

per term, it is easy to see that some departure from this pattern is possible. Nevertheless, the rule can be used to determine whether a department is overloaded.

Regular day session students may not register for courses not on the schedule except with permission of the Provost and Dean of the Faculty. If such registration is permitted during the regular term, no additional compensation is provided for the faculty member. Faculty members are under no obligation to take on such extra students and students are discouraged from such registrations except where it is a matter of necessity.

#### Schedule of Classes

The courses to be taught in each department during each of the three terms of the next college year are submitted to the Dean of the Faculty by the Department Chairman in the spring. The schedule is prepared for the entire year and approved by the Dean. Courses may not be added to the schedule except with permission of the Dean of the Faculty.

#### Secretarial Service

Members of the faculty who have their offices in the Donnelley Library may take tests, syllabi, and letters to the Librarian's secretary for typewriting and duplication. Members of the faculty who have their offices in other buildings may take tests, syllabi, and letters for typewriting and duplicating to the faculty secretary, who has her office in the Natural Science Library. Manuscripts will be typed by the faculty secretary in the Natural Science Library and by the secretary of the Dean of the Faculty, but materials for current class use and letters will have a prior claim on secretarial time. These offices are open from 8:30 a.m. to 12:00 noon and from 1:00 p.m. to 5:00 p.m. In the summer the offices close at 4:30 p.m.

#### Regulations

Each member of the faculty is asked to cooperate with the following specific faculty and administrative regulations:

##### 1. Student Papers

On May 15, 1962, the faculty adopted a resolution "strongly recommending that each student be required to write two short papers in each course which he takes throughout his college career, unless the course is not adapted to such a requirement," and "pointed out that such papers should be evaluated for content and form and that revisions of them should be required." Turabian's Manual for Writers of Term Papers, Theses, and Dissertations has been chosen as the style guide for the College as a whole, and is recommended for use in all classes.

##### 2. Class Attendance

On April 6, 1951, the faculty took the following action with respect to class attendance:

"Students are expected to be present at all meetings of their

- (2) In cases of suspected cheating, the faculty member is to report to the Dean of Students that the particular student is suspected of cheating in his class. The Dean of Students is to record such reports in a temporary way. If such reports are received as many as three times, or in fewer instances if other conditions make it advisable, the Dean of Students is to counsel with the student and confront the student with the suspicion or suspicions reported.
- (3) If a particular final examination is returned to the student, the faculty member shall place the copy of this examination in the library for the use of future students who take the course.

By this action of the faculty, individual faculty members may not handle disciplinary cases alone.

The following action of the faculty on November 20, 1962, slightly revised on April 16, 1963, replaces section (1) c. in the regulations above:

1. It will be mandatory for each faculty member at the beginning of each term to hold a student vote on the Honor System in each of his classes.
2. The vote will be secret. If, and only if, the vote of approval is 90 per cent or more, the Honor System will automatically be adopted and follow the mechanics of operation listed below
3. The mechanics of operation will be as follows:
  - a. There will be no proctoring of the exams. The faculty member may leave the classroom during the examination or remain to answer questions that may arise with the understanding that he is not proctoring the exam.
  - b. Examinations may be taken on the Honor System at home as well as in the classroom.
  - c. If a student feels there are problems, including violations, in the Honor System, the channel to which such problems and/or violations may be referred is the Student Conduct Board.
  - d. Cases of suspicion of cheating observed by faculty will continue to be reported to the Dean of Students as presently stated in the Faculty Handbook.

#### 5. Grade Reports

Mid-term grade reports for freshmen are made to the Registrar's Office on a date designated in the College calendar for each term in the case of failing or incomplete work. (A grade of Y (warning) may be given at mid-term to those students barely passing.) Comments may be written on the reverse side of the grade report card and faculty members are urged to write explanatory notes where these may be helpful.

Final grade cards are due in the Registrar's Office twenty-four hours after the close of the final examination period. It will be appreciated if reports that can be completed earlier are turned in as soon as possible. Grades of Honors (H), High Pass (HP), Pass (P), Failure (F), and Incomplete (I) are used in reporting grades for all students registered for credit. The meaning of these grades is explained in the College catalogue. An Incomplete at the end of a term is given when a student who is passing has not, because of illness or some other exceptional reason, completed the work of the course. It may be given only with the permission of the Dean of the Faculty. It is not intended to cover negligence in turning in assigned work.

Periodic analyses of grade distribution are made by the Registrar and these are made available to the faculty.

#### 6. Desk Copies

Publishers generally make available desk copies of texts if these are requested by the faculty on College letterhead stationery. Texts checked out of the Bookstore by the faculty must be replaced by desk copies, unless desk copies are unavailable. If they are unavailable, the Dean of the Faculty will approve purchase by the College.

#### 7. Smoking

No smoking is allowed in any classroom (except seminar rooms), studio, laboratory, library, the auditorium, the fieldhouse, or the chapel. Faculty members are asked to cooperate with this regulation by refraining from smoking in these places and by requiring student adherence to this rule.

#### 8. Telephone

The Business Office is in charge of the telephone exchange. Incoming calls will reach the offices of faculty members from 8:30 a.m. to 9:00 p.m. Monday through Friday. On Saturday the hours are 9:00 a.m. until 5:00 p.m., and on Sunday 12:00 noon until 5:00 p.m. Outgoing calls to Lake Forest, Lake Bluff, Highland Park, Deerfield, Highwood, Bannockburn, Lincolnshire, Waukegan, North Chicago, Libertyville, and Half Day may be made by dialing 7 first and then the number being called. All other calls are to be placed with the College switchboard operator, who is on duty from 8:30 a.m. to 5:00 p.m. Monday through Friday.

#### 9. Departmental Purchases

The Departments of Fine Arts, Biology, Chemistry, Foreign Languages, Mathematics, Physical Education, Physics, Psychology, and Western Civilization have departmental budgets for instructional equipment and supplies. Other departments which occasionally order instructional equipment are asked to anticipate these needs when the budget for the following year is prepared and request budget allocations for them. One budget allocation is made for all other departments.

Purchase requisitions are submitted by the Chairman of the Department to the Dean of the Faculty for approval. A manual on purchasing is issued by the Business Office and the procedure is outlined in it.



## THE FACULTY IN POLICY FORMATION

According to the bylaws of the College:

"It shall be the function of the faculty to sit as a legislative body and, subject to the veto of the President, to adopt rules and regulations governing the academic requirements of the student body and recommend the granting of degrees in course. The faculty shall keep a book of minutes of its meetings."

Meetings of the faculty are held regularly on the first Tuesday of each month. The last faculty meeting of the year is held the day before commencement, at which time the faculty recommends the candidates for degrees. The Secretary of the Faculty takes roll. By action of the faculty on March 16, 1954, "attendance at faculty meetings is compulsory unless other College business interferes."

According to the action of the faculty on May 18, 1965:

Voting privileges are for those members of the faculty who teach a full course load or who have duties equivalent to a full course load.

In addition, part-time members of the faculty who meet the conditions laid down in a resolution adopted by the faculty on November 17, 1964, may vote. These are:

. . . those members in the second year on the faculty who teach a minimum of three courses per year and who agree to attend faculty meetings on a regular basis may upon the recommendation of the Department Chairman to the General Policies Committee be referred to the faculty for approval.

The Secretary of the Faculty is elected by the faculty in accordance with the procedure adopted October 20, 1959:

Each member of the faculty shall vote for a first and second choice at the time of the election of the members of the General Policies Committee. . . ; the two persons receiving the highest number of total votes (both first and second together) will be placed on a ballot and each member of the faculty will vote for one of these two. The Secretary shall be elected for a three-year term.

A conference for faculty and administrative staff is scheduled before the College opens each fall. The purpose of this conference is to discuss matters of common concern. New members of the faculty meet with the Provost and Dean of the Faculty for a day prior to the full faculty conference. Opportunity is also given for social activity during this conference in order that members of the faculty may get better acquainted with each other.

## FACULTY COMMITTEES

Any member of the faculty may be asked to serve on a faculty committee, but according to action taken by the faculty on November 17, 1964 ". . . members of the Appointments, Promotions, and Tenure Committee and the General Policies Committee shall be individuals whose appointment to the faculty is primarily for the purpose of classroom teaching, although they may on occasion teach less than a full-time load, in distinction to those appointed primarily for administrative responsibilities, even though those persons may teach."

The President of the College and the Dean of the Faculty are ex officio members of all faculty committees.

All faculty committees are required by faculty action of October 16, 1956, to "submit a summary of their deliberations and discussions to the faculty by means of the College mail." On November 18, 1958, the faculty passed a resolution requiring the "General Policies Committee to submit written minutes to all members of the faculty within one week after each of its meetings." The report is to summarize the issues discussed and decisions reached. By action of the faculty on November 16, 1954, "all committee reports, before they may be considered by the faculty, must be handed to the faculty secretary in writing one week before the faculty meeting." Also "all matters referred [by the faculty] to the proper committee must be reported to the faculty by the respective committee."

### 1. Academic Standing

By action of the faculty, the Committee on Academic Standing acts for the faculty in granting or rejecting requests of students for exceptions to faculty regulations.

Membership: Mr. Giere (Chairman), Mr. Bennett, Mr. Bixler, Mr. Smith, and Mr. Zenner.

### 2. Admissions and Student Aid

The Committee on Admissions and Student Aid represents the faculty in advising the administration with respect to standards of admission and policies according to which student aid is administered. Such questions as the relative importance of class rank, test scores, and grade average in determining eligibility for admission and student aid as well as actual minimum levels of achievement for such eligibility are topics of interest to the Committee. Reports of the distribution of admitted students by class rank and test scores and of distribution of student aid by type of aid given will be made by the appropriate officers to the Committee.

Membership: Mr. Milne (Chairman), Mr. Kirby, Mr. Runge, Mr. Sproat, and Mrs. Wilton.

### 3. Appointments, Promotions, and Tenure

This committee, one member of which is elected by the faculty each year for a three-year term, interviews all candidates for faculty positions. It also confers with the President and Dean of the Faculty on recommended promotions of individual faculty members and on whether a member of the faculty should be given tenure.

The following resolution was passed by the faculty on May 21, 1963:

"Election to the Committee on Appointments, Promotions, and Tenure shall make one ineligible for membership on the General Policies or Curriculum Committees. Continuing membership on the General Policies Committee shall make one ineligible for election to the Committee on Appointments, Promotions, and Tenure. Members completing a term of one or more years on this committee shall not be eligible for reelection until one full year has elapsed. The nomination and election procedure for the Committee on Appointments, Promotions, and Tenure will be as follows: eligible candidates (full professors on tenure who are not continuing members of the General Policies Committee) shall be nominated by a secret ballot of the faculty held at the last faculty meeting in the winter term. Only one candidate's name shall be written on each nominating ballot. The final election ballot shall contain the names of the top nominees (two more names than the number of vacancies to be filled). A plurality shall be sufficient for election."

Membership: Mr. Bartlett, Mr. Coutts, and Mr. Sharvy.

#### 4. Curriculum

The Curriculum Committee studies the curriculum in general in an effort to see that as nearly as possible it is designed to achieve the overall aims and objectives of the College. It suggests standards of scholarship and graduation requirements for approval by the faculty. All additions to the curriculum must be approved first by the Curriculum Committee, which makes recommendations to the faculty at its regular meetings.

Membership: Mr. Louch (Chairman), Miss Bowen, Miss Cowler, Mr. Pese, Mr. Schick, Mr. Schulze, and Mr. Spies.

#### 5. General Policies

The General Policies Committee advises the administration on matters of general faculty interest and reports and makes recommendations to the faculty for consideration. The General Policies Committee recommends to the President the composition of the other committees for the year.

The faculty elects its own members to the General Policies Committee. There are seven elected faculty members on the Committee, six of which serve a two-year term and one of which serves a one-year term. The procedure outlined in the minutes of the May 18, 1965, meeting of the faculty is as follows:

1. The Chairman of the General Policies Committee shall circulate to the teaching faculty a list of faculty members eligible for election to the General Policies Committee. The names shall be distributed by departments into three divisions.

I	II	III
English	Economics	Biology
Fine Arts	Education	Chemistry
Foreign Languages	Government	Mathematics
Philosophy	History	Physical Education
Religion	Sociology and	Physics
	Anthropology	Psychology

Each faculty member shall be permitted to vote by secret ballot

for two nominees from that division. No member of the faculty shall vote in more than one division. The two faculty members receiving the highest number of votes in each division shall be the nominees from that division. In case there is an unexpired term to be filled in a given division, three nominees from that division shall be chosen by adding the name of the person receiving the third highest number of votes to the list of nominees.

2. Of the six nominees (or more if unexpired terms are to be filled), each member of the faculty shall be permitted to vote at the first faculty meeting of the spring term for one member of the faculty in any division in which there is an unexpired term to be filled.
3. The nominee from each division receiving the highest number of votes shall be declared elected for a two-year term. In any division in which there is an unexpired term to be filled, the person receiving the second highest number of votes shall be declared elected to fill the vacancy.
4. Of the remaining three nominees, the members of the faculty shall vote by secret ballot for one of the nominees. The one receiving the highest number of votes shall be declared elected member-at-large for a one-year term.
5. No faculty member shall serve concurrently on more than one of the following committees: (a) Appointments, Promotions, and Tenure, (b) Curriculum, and (c) General Policies.

The faculty, on May 21, 1963, approved the following restriction: Election to the Committee on Appointments, Promotions, and Tenure shall make one ineligible for membership on the General Policies or Curriculum Committees. Continuing membership on the General Policies Committee shall make one ineligible for election to the Committee on Appointments, Promotions, and Tenure.

On May 19, 1964, the faculty approved the following further restriction on membership on the General Policies Committee:

... no member of the Committee shall serve more than two consecutive terms.

The final voting for election to the General Policies Committee takes place at the April faculty meeting.

Membership: Mr. Martin (Chairman), Mr. Donnally, Mr. Gerasimo, Mr. Herlihy, Mr. Hutcheson, Mr. Kalas, and Mr. Weiner.

#### 6. Library

Policy on the use of the library is recommended by this committee to the Librarian. The Committee also advises the Librarian with regard to the distribution of the book budget between the academic departments.

Membership: Mr. Steamer (Chairman), Miss Biggs, Mrs. Hale, Miss Hentz, Mr. Jeong, and Mr. Voss.



7. Student Teaching

This committee advises the director of student teaching on matters concerning preparation of elementary and secondary school teachers.

Membership: Mr. Reichert (Chairman), Mrs. Lunn,  
Mr. Mitchell, and Mr. Sproat.

8. Student Life

The Committee on Student Life considers policy related to student morale and welfare. Such matters as the student counseling and advising program, the social and recreational activities, student organizations, and student publications are of concern to the committee.

Membership: Mr. Mills (Chairman), Mr. Carrubba,  
Mr. Huggins, Mr. Kirkpatrick, Mr. Rains,  
and Mr. Speros.

MEMBERS OF THE FACULTY OUTSIDE THE CLASSROOM

The normal social life of the campus provides many opportunities for faculty members to get together with each other and with students. Through the churches of the community, through some of the community organizations, and through a series of activities involving the faculty members and the community, which the faculty arranges, faculty members have some opportunity to meet other people who live in the town of Lake Forest. There are, however, only a few planned social activities on campus which involve the whole faculty. Usually there is held in the fall a reception for new faculty and staff people. The Campus Circle, to which women faculty and staff members and the wives of the faculty and staff members belong, also plans one or two social events involving all faculty and staff members sometime during the year.

Rooms in the Commons have been set aside for the exclusive use of the faculty. Faculty members are also welcome to use the coffee shop in the Commons where students congregate. Many members of the faculty use their homes either for social occasions or for meetings. This is a particularly good way to get better acquainted with advisees. The College will reimburse members of the faculty for the out-of-pocket expenses of entertainment for students. Requests should be presented to the Dean of Students' Office.

During the regular College year, a faculty luncheon is held in the Commons (Rooms A, B, and C). These are usually on Thursday. A faculty member or invited guest makes an informal presentation on some topic of faculty interest.

Members of the faculty and their husbands or wives are encouraged to participate in the student social life by serving as chaperones and accepting invitations to be guests at student social functions. Faculty members also frequently act as advisers to social groups by invitation of the fraternities, sororities, and independent organizations. A number of special student interest groups exist on the campus. Many departments have clubs for students interested in work in a particular area. In some cases faculty members are members of the group and in others they serve as advisers.

The College sponsors a program of cultural and religious activities. Either a chapel service or a convocation is held each Wednesday morning at 10:30 except during the examination period. These are held in the First Presbyterian Church. In addition, many other cultural events are scheduled on the campus during the year. Most of these are open to the faculty without charge. Admission to the College plays and athletic events is free to each faculty member and his wife (or her husband).

Churches

The churches in the community of Lake Forest and Lake Bluff include the First Presbyterian Church, the Church of the Holy Spirit (Episcopal), St. Mary's (Roman Catholic), First Church of Christ, Scientist, Church of the Covenant (non-denominational), Grace Methodist Church (Lake Bluff), the Union Church of Lake Bluff (non-denominational), Faith Lutheran Church (Missouri Synod), St. James' Lutheran Church (Lutheran Church in America), the United Church of Christ, the North Shore Unitarian Church, B'nai Torah Reform Temple (Highland Park), the Society of Friends, and two Baptist churches.

## FACULTY FRINGE BENEFITS

### Retirement

The College provides a retirement program through the Teachers' Insurance and Annuity Association. Full-time faculty members above the rank of instructor participate immediately upon becoming members of the faculty. Lake Forest College contributes to the TIAA for eligible members of the faculty the following percentages of the salary for the regular academic year:

Professors	15%
Associate Professors	12½%
Assistant Professors	10%

An instructor appointed after September, 1962, may begin to receive this benefit after he has been a member of the faculty three academic years, but only if individually approved for such benefit by the Board of Trustees.

The annuity policy may not be surrendered for a cash settlement except under unusual circumstances, as determined by the TIAA. If a faculty member leaves the College he carries his policy with him and the College contributions remain credited to him.

Faculty members are covered by the Federal Social Security program.

Retirement occurs in June of the academic year during which the faculty member reaches the sixty-fifth anniversary of his birth date. Members of the faculty who reach the age of sixty-five after June 30th will retire the following June. By invitation of the College a faculty member may accept reappointment annually as a part-time teacher for three years after reaching retirement age.

### Faculty Dependents' Tuition

Lake Forest College will contribute toward the college costs for tuition and fees of sons and daughters of faculty members in amounts up to the charge for tuition and fees at Lake Forest College. No contribution will be made to cover costs not included in the comparable charge to other students who attend Lake Forest College. This means that room, board, student insurance, and like items are excluded. The payment, which is made directly to the college or university in which the son or daughter is enrolling, is continued until a total of four academic years of undergraduate work has been subsidized or until a baccalaureate degree has been awarded, whichever time is less. Graduate work will not be subsidized. Subsidy ceases upon reaching the normal retirement age or upon death of the faculty member before retirement, except that if death occurs during an academic year the subsidy will be paid for the remainder of that academic year.

Faculty members, their spouses, and children will receive free instruction in regular classes. An admission fee of \$10 is charged at the time of first registration for credit. Private lessons and tutorial study are not included.

## Insurance Program

The health and life insurance program for the faculty and all other full-time employees is with the Great-West Life Assurance Company. The details of the plan are outlined in a booklet available from the Business Office. The College pays the health insurance premium for the employee and the employee pays the additional premium required if members of his family are to be covered. Children over 14 days and under 21 years of age are covered and children over 21 who are students are covered if the employee is entitled to an income tax deduction for the child.

Life insurance and accidental death and dismemberment benefits in the amount of one and one-half times salary (up to \$25,000 coverage) is carried by the College at no cost to the faculty member. This insurance decreases by 5% at the beginning of the next fiscal year after the faculty member reaches the fiftieth anniversary of the date of his birth and each year decreases by 5% of what it was the preceding year, calculated to the nearest \$100.

The College provides a salary continuation insurance plan for all full-time members of the faculty and for administrative officers of the College. This fringe benefit provides income for an indefinite period of total disability after three months from the beginning of the disability. The premium will be paid by the College. The first three months of full salary is paid from the current salary budget. The insurance company pays 75% of the first \$500 of monthly salary and 60% of any amount over this up to a maximum of \$1,000 of payment per month during the period of disability. The TIAA premium, if the faculty member or administrative officer is on TIAA, is also paid by the insurance company.

The insurance program is administered by the Personnel Director.

### Leaves of Absence

Applications for sabbatical leaves are received by a designated time each fall for the following academic year from members of the faculty on tenure who have completed six years at Lake Forest College and who have not reached the sixtieth anniversary of their birth dates. Seniority as well as the purpose of the leave will be primary considerations in determining those to whom leaves of absence will be awarded. It is expected that research, writing, or post-doctoral study will be the usual activity. Leave will be for a full year at three-fourths salary or for one term at full salary and is contingent upon finding an adequate replacement.

In addition, leaves of absence without salary may be granted upon application if the intended use of the leave seems to be in the best interests of the College as well as the faculty member and if a suitable replacement can be found.

The contribution of the College to TIAA while a faculty member is on sabbatical leave of absence is based on the salary actually paid to the faculty member rather than on the salary he would have received had he not been on leave. All other benefits are paid in full. The College pays no benefits for a faculty member on leave of absence without salary.



### Summer Research Grants

Summer research grants are available for full-time instructors and assistant professors (not on tenure) who are not teaching or otherwise employed during the summer. Eligible members of the faculty may make application for these grants and those deemed most worthy will be supported. Currently the grant for instructors is \$900 and for assistant professors is \$1,200. At least five grants are given each summer. These grants are for the support of research and writing not associated with obtaining an advanced degree, and in the opinion of the College are tax exempt. Up to \$50 for expenses is also available to each recipient of an award.

### Caps and Gowns

The College provides caps and gowns (but not hoods) for the use of the faculty. The Office of the President issues these and the faculty member keeps them as long as he is a member of the faculty.

### THE LIBRARY

Lake Forest College has two library buildings. The Donnelley Library is the central library, containing the main collection of library materials. The Thomas O. Freeman Memorial Library, a unit of the Ernest A. Johnson Science Center, is a departmental library for the natural sciences. The libraries are open during the regular school year according to the following schedule:

Monday, Tuesday, Wednesday, Thursday . . 8:00 a.m. to 10:00 p.m.  
Friday. . . . . 8:00 a.m. to 5:00 p.m.; 7:00 p.m. to 10:00 p.m.  
Saturday. . . . 8:30 a.m. to 5:00 p.m.  
Sunday . . . . . 2:00 p.m. to 10:00 p.m.

The Freeman Library does not open until 8:30 a.m. on week days. During the summer term and school vacations both libraries are open on week days only (Monday through Friday) at hours posted.

The entire library collection numbers approximately 90,000 volumes of books, journals, and major reference works, including several valuable collections which have been given to the College. More than 550 current periodicals and scholarly journals are received regularly. Recently the library was designated as a depository for selected United States Government documents. Readers are available for the use of microfilm and Microcard materials owned by the library or obtained through loan or purchase by individuals.

The library uses a divided catalogue with all subject references in one alphabetical section and author and title references in the other. The books are classified and arranged on the shelves according to the Library of Congress system of classification, being located on the upper floor of the building. Books of particular value or unusual rarity are shelved in locked cases in the Treasure Room, an area adjacent to the main collection of books. They are available upon request from the loan librarian in charge. Current issues of periodicals are displayed in the periodical reading area to the right of the main entrance to the library. Back files of journals and magazines are shelved in an adjacent stack area, arranged alphabetically by title. Government publications such as the Congressional Record, Bureau of Census reports, and other uncatalogued serial publications are located in the center section of the lower floor, which is accessible through the central stairway. The arrangement of books and periodicals is designed to permit free access by faculty and students to all materials for use within the library.

Members of the faculty may request that certain books needed for specific assignments be placed on closed reserve shelves. These books are shelved in stacks behind the loan desk and are dispensed upon request by student clerks who are in attendance. It is understood that these books are to be used within the library during library hours, being charged out for home study at the closing hour only. Faculty members are requested to submit reserve lists well in advance of assignments so that the books may be available when they are needed for reserve purposes.

Faculty members needing material for research projects or work on dissertations may request material from other libraries on interlibrary

loan. This service is extended through the circulation department of the library. Scholarly libraries located in the Chicago metropolitan area are open to the faculty member if this library is unable to supply the specialized material he needs. However, in almost every case, some identification as a member of the College faculty is required. Each faculty member is provided with a library card for use in borrowing books from this library. The card bears the faculty member's name and indicates that he is a member of the Lake Forest College faculty. Anyone wishing to make use of the libraries listed below should consult the Librarian regarding these credentials. The libraries are:

John Crerar Library (Chicago) - specializing in science, technology, and the social sciences.

Library of International Relations (Chicago) - specializing in foreign newspapers, magazines and official documents. (Lake Forest College is a member.)

Newberry Library (Chicago) - restricted to literature, history, and the arts.

Northwestern University Library (Evanston)  
Northwestern University Technological Institute Library (Evanston)

University of Chicago Library (Chicago)  
Chicago Public Library (Chicago)

Books purchased to strengthen the library collection to serve the needs of students for course work and for faculty research are selected by the Librarian and members of the faculty. The library budget for book purchases has been allocated among the departments of instruction in proportion to their stated needs for the year. Faculty members are asked to submit requests for library materials to be purchased from these allotted funds through their department chairmen, who will initial them and send them on to the library. General works, replacements, and reference works are selected by the Librarian according to need in order to keep abreast of worthwhile publications and to fill in where weaknesses in the collection are apparent.

The following policy with regard to the selection of materials for purchase has been worked out between the Librarian and the faculty:

- (1) Secondary materials for reference and study are suitable for most needs.
- (2) Primary source materials are purchased in fields in which they will be useful in undergraduate instruction whenever the budget allows and such materials are available.
- (3) Purchase of textbooks is discouraged as a general practice except when particular need is shown for collateral reading material or a text covers material not otherwise available. (The library does not acquire any textbook currently designated as a text for a course.)
- (4) As many technical periodicals and abstracting journals are purchased as funds permit.

## THE ADMINISTRATION OF THE COLLEGE

The chart on the inside back cover shows the administrative structure of the College. An exact statement of the functions, responsibilities, and authority of each administrative officer is contained in the Administrative Organization Manual. Every administrative officer and department chairman possesses a copy of the Manual and faculty members may consult these copies if they desire particular information.



# ADMINISTRATION ORGANIZATION CHART

